



RESIDENTIAL ROOF PERMIT APPLICATION

Permit No: _____

Permit Fee: \$ _____

Address:			
Lot:	Block:	Subdivision:	
Owner Name:		Owner Phone #:	
Value of Construction: \$			
Scope of Work; detail of repairs, roof type, materials, location of repairs:			
<p>NOTICE:</p> <p>AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. ALL PERMITS REQUIRE FINAL INSPECTION. I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p>			
Contractor Name:			
Complete Address:			
Print Contact Name:			
Signature of Applicant:			
Contact Phone #:			
Email Address:			
Date Approved:			

Submittal requirements: Residential Roof Permit Application; a copy of the Signed Contract with the homeowner for the City's file that includes the value of construction (*note: the value on the contract must match the value provided on the application*); two (2) sets of Construction Plans if replacing or repairing more than the roof covering (*maximum two layers of roof coverings allowed per building code*).

It is the responsibility of each roofing contractor to supervise the crews to ensure the proper installation of all materials including underlayment, fasteners, flashings, and sealants; and request inspections.

For further information, please see the Building Inspection Department's residential roofing informational bulletin on the City of McKinney's website www.mckinneytexas.org.



RESIDENTIAL ROOFING GUIDE

Minimum Requirements for Re-Roofing Projects

(Effective March 15, 2015)

Scope: Permits are required for all roofing projects and the work shall comply with the 2012 IRC.

Permit Fee: Based on value of construction

General Procedure:

- Permit must be posted and clearly visible from street.
- Drip Edge is required on all asphalt shingled roofing projects.
- New roof coverings shall not be installed without first removing all existing layers of roof coverings where any of the following conditions exist:
 - Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
 - Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
 - Where the existing roof has two or more applications of any type of roof covering.

Exceptions:

1. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and that do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.
 2. The application of new protective coating over existing spray polyurethane foam roofing systems shall be permitted without tear-off of existing roof coverings.
 3. Where the existing roof assembly includes an ice barrier membrane that is adhered to the roof deck, the existing ice barrier membrane shall be permitted to remain in place and covered with an additional layer of ice barrier membrane.
- Damaged, rusted, or deteriorated roof vents and flashing shall be replaced.
 - Proper termination for all exhaust vents penetrating through roof is required.
 - Exhaust vents shall have dampers and screen (clothes dryer vents shall be without screen).
 - Fuel fired appliances shall have approved/listed termination caps as required by manufacturer.

Inspection Requirement (Building Final only unless otherwise noted on the Building Permit):

1. Shingles and flashing and shingle moldings installed per product manufacture recommendations.
2. Plumbing and gas vents must be re-attached and flashed correctly.
3. All trash and debris cleaned and hauled away.

It is the responsibility of each roofing contractor to supervise the crews to ensure proper installation of all materials including underlayment, fasteners, flashings and sealants and request inspections.

The following link may be helpful to Homeowners when selecting a roofing contractor: <https://www.ntrca.com/>

Please Contact the City of McKinney Building Inspection Department if there are questions or if assistance is needed at (972)547-7400

This is a general guide of the basic requirements for re-roofing projects. It is intended to aid contractors, suppliers, insurance adjusters, and homeowners with their more common roofing questions.